



DEPARTMENT
OF
HEALTH PROFESSIONS
6603 W. BROAD ST., 5TH FLOOR
RICHMOND, VA 23230

Rev.: 7/2000

FUNERAL ESTABLISHMENT INSPECTION REPORT

Page 1 of :

DATE	TIME
MILEAGE	
INSPECTION HOURS	

FACILITY NAME		FACILITY PERMIT NO.	EXPIRATION DATE	
STREET ADDRESS		CITY	ST ZIP	
PHONE NO. ()	STAFF	NAME (FIRST, MI, LAST)	LICENSE NO.	EXPIRATION DATE
FAX NO. ()	MANAGER			
HOURS OF OPERATION	LICENSED PERSONNEL			
	LICENSED PERSONNEL			
	LICENSED PERSONNEL			

SECTION NO. / REGULATION	AREA / QUESTION	COMPLIANCE YES NO	SECTION NO. / REGULATION	AREA / QUESTION	COMPLIANCE YES NO
FUNERAL ESTABLISHMENT			Section I	"The goods and services shown below are those we can provide to our customers. You may choose only the items you desire. However, any funeral arrangements you select will include a charge for our basic services and overhead. If legal or other requirements mean you must buy any items you did not specifically ask for, we will explain the reason in writing on the statement we provide describing the funeral goods and services you selected."	
65-20-50	License of licensee and establishment posted in a place conspicuous to the public?				
65-20-130	Licenses current?				
65-20-170	Establishment manager employed full-time (40 hours/week)?				
PREPARATION ROOM			Section II	"This fee for our basic services and overhead will be added to the total cost of the funeral arrangements you select. (This fee is already included in our charges for direct cremations, immediate burials, and forwarding or receiving remains.)" OR Please note that a fee of \$ _____ for the use of our basic services and overhead is included in the price of our caskets. This same fee shall be added to the total cost of your funeral arrangements if you provide the casket.	
65-20-540	Separate preparation room?			GPL lists what is included in the charge for basic services.	
	Walls extend floor to ceiling?				
	Floor and wall surfaces made of or covered by material impervious to water?				
	Wall and floor joints tight and sanitary?				
65-20-570	Preparation room clean and sanitary?		Section III	Price List includes charge and description for:	
	Inventories of embalming and preparation materials stored off floor?			Facilities and staff for visitation and viewing?	
	Items/supplies not directly used in embalming procedure stored elsewhere?			Facilities and staff for funeral ceremony?	
65-20-580	Ventilation system adequate and operational?			Facilities and staff for memorial service?	
	Running hot and cold water?			Equipment and staff for graveside service?	
	Flush or slop sink connected to public sewer or septic tank?				
	Metal or porcelain morgue table?		Section IV	"Except in certain special cases, embalming is not required by law. Embalming may be necessary, however, if you select certain funeral arrangements such as a funeral with viewing. If you do not want embalming, you usually have the right to choose an arrangement that does not require you to pay for it, such as direct cremation or immediate burial."	
	Covered waste container?			Embalming charge for normal and autopsy remains?	
	Instruments and apparatus for the embalming process?				
	Means for sterilization of instruments: chemical bath/soak, autoclave, UV light?		Section V	Description and price for other preparation of the deceased if provided?	
	Disinfectant Soln _____ Antiseptic Soln _____		Section VI	Price range for immediate burial and what is included in charge?	
	Clean gowns or aprons?			Separate price for immediate burial with container provided by purchaser?	
	Rubber gloves?			Separate price for immediate burial with alternative container?	
	Hydroaspirator with vacuum breaker?				
	Eye wash station?		Section VII	Price range for direct cremation and what is included in charge?	
	First aid kit immediately accessible outside prep room door?				
65-20-590	Waste materials disposed of properly? Describe how disposed/service used:			"State and local laws do not require a casket for direct cremation. If you want to arrange a direct cremation, you can use an alternative container. Alternative containers encase the body and can be made of materials like fiberboard or composition materials (with or without an outside covering). The containers we provide are [specify containers]."	
65-20-630	DISCLOSURES			Separate price for direct cremation with container provided by purchaser?	
GENERAL PRICE LIST				Separate price for direct cremation with alternative container?	
54.1-2806	GPL includes a statement that certain funeral services may be provided off-premises by other funeral service providers.		Section VIII	Charge and description for Transfer of remains to funeral establishment if not included under professional services?	
Appendix I	Name, address, and telephone number of funeral home?				
	Caption identifying the list as the General Price List?				
	Effective date of the price list?				

SECTION NO. / REGULATION	AREA / QUESTION	COMPLIANCE		SECTION NO. / REGULATION	AREA / QUESTION	COMPLIANCE	
		YES	NO			YES	NO
Section IX	Charge and description for forwarding remains to another funeral establishment?				Documentation of embalming including conditions of remains prior to embalming, injection, fluids, and other treatments?		
Section X	Charge and description for receiving remains from another funeral establishment?				Report is signed by embalmer?		
Section XI	Charge and description for automotive equipment and services?						
Section XII	Funeral Merchandise – Caskets:						
	"A complete price list will be provided at the funeral establishment?"			65-20-700	Price lists retained for one year after date on which they are no longer effective?		
	Funeral Merchandise – Outer Burial Container:				Itemized statement retained for one year from date on which arrangements were made?		
	"A complete price list will be provided at the funeral establishment."			65-20-700	Embalming report retained for one year after embalming?		
	"In most areas of the country, state or local law does not require you to buy a container to surround the casket in the grave. However, many cemeteries require that you have a container so that the grave will not sink in. Either a burial vault or a grave liner will satisfy these requirements."				Documents maintained on premises and available to inspector?		
	Other Funeral Merchandise – List of all other funeral merchandise offered?						
Appendix II	CASKET & OUTER BURIAL PRICE LIST <i>If not included in the General price list</i>				RETENTION OF DOCUMENTS		
	Casket price list used? Effective Date:			65-30-60	Preneed contracts and reporting documents maintained on premises for one year after death of beneficiary?		
	Outer burial price list used? Effective Date:				Preneed records available to inspector?		
	Name, address and telephone number of funeral home?				Written verification on file from insurance company that insurance or annuity complies with 54.1-2820B?		
	Caption identifying price list as Casket or Outer Burial Container price list?			65-30-70	Contract provider maintains a chronological listing of all preneed contracts? Chronological listing includes:		
	Manufacturer, price and sufficient information to describe the casket, alternative container, or outer burial container?				Name of contract buyer?		
	Outer Burial Price List: "In most areas of the country, state or local law does not require you to buy a container to surround the casket in the grave. However, many cemeteries require that you have such a container so that the grave will not sink in. Either a burial vault or a grave liner will satisfy these requirements."				Name of contract beneficiary?		
Appendix III	ITEMIZED STATEMENT OF GOODS & SERVICES				Date of contract?		
	Provide a written itemized statement of all charges in connection with the disposition of the body?				How contract was funded?		
	Name, address and telephone number of funeral home?				Whether 10% of funds retained when trusted?		
	Itemized statement signed by funeral service licensee or director and party contracting for funeral arrangement?				Whether funeral goods and supplies stored for contract buyer?		
	"If you selected a funeral that may require embalming, such as a funeral with viewing, you may have to pay for embalming. You do not have to pay for embalming you did approve if you selected arrangements such as direct cremation or immediate burial. If we charged for embalming, we will explain why below."			65-30-80	Preneed contract contains:		
	If applicable: "We charge you for our services in obtaining." [List each cash advance item]				Contract seller and license number? (54.1-2820)		
	"Charges shown are for those items that you selected or that are required. If we are required by law or by a cemetery or crematory to use any items, we will explain the reason in writing below."				Contract buyer? (54.1-2820)		
	"The only warranty on the casket or outer burial container, or both, sold in connection with this service is the express written warranty if any, granted by the manufacturer. This Funeral Home makes no warranty, express or implied, with respect to the casket or outer burial container."				Person for who contract purchased if other than buyer? (54.1-2820)		
Appendix IV	EMBALMING RECORD				Date of contract?		
65-25-510	Separate identifiable report for each embalming?				Contract number?		
65-25-530	Documented reason for no prior approval if applicable?				Contract signed by seller and buyer?		
Appendix IV	Name, address and telephone number of funeral home?			65-30-130	If contract funded by real estate:		
	Name of deceased?				Contract recorded as attachment to deed?		
	Date of death?				Contract recorded in clerk's office in circuit court?		
	Date of embalming?			65-30-140	If contract funded by personal property:		
	Name and license number of embalmer?				Executed a written declaration of trust?		
					Trust agreement recorded in clerk's office of circuit court?		
					Preneed contract recorded in clerk's office of circuit court?		
				65-30-170	If funds are trusted, is the following information disclosed:		
					Amount to be trusted?		
					Name of trustee?		
					Whether 10% is retained by contract provider?		
					Money deposited within 30 days? (54.1-2822)		
					Contract beneficiary? (54.1-2822)		
					Trustee for contract beneficiary? (54.1-2822)		
					Name of establishment providing goods and services? (54.1-2822)		
				65-30-180	If life insurance or annuity used to fund preneed, is the following disclosed in writing:		
					Name of contract provider?		
					Name and funeral license number of contract seller?		
					Name and license number of insurance agent?		

REMARKS / DOCUMENTATION: CONTINUED

ACTION TAKEN:		<div>1</div> NEW INSPECTION		<div>2</div> ROUTINE INSPECTION		<div>3</div> REINSPECTION		OTHER (SPECIFY)		<div>4</div>
ACKNOWLEDGEMENT: This funeral establishment has been inspected by an inspector of the Department of Health Professions. The results of the inspection have been noted. I acknowledge that the noted conditions that have been deemed by the inspector as not being in compliance have been explained to me and that I have received a copy of this inspection report and/or compliance notice.										
SIGNATURE - INSPECTOR (DEPT. OF HEALTH PROFESSIONS)						SIGNATURE - AUTHORIZED INDIVIDUAL FOR THE ESTABLISHMENT				
DATE			TIME OF EXIT			TITLE OF AUTHORIZED INDIVIDUAL				